

HDS Web Administrator

Common Web Admin Problems

Sub-Entity Management (branch)

1) Adding a new branch is a three step process:

- 1) Branch (Sub-Entity) added by the Web Administrator on the web (include phone number).
- 2) Complete the *Existing Lending Partner Information Branch Information form*, signed by the Web Administrator and faxed to Minnesota Housing.
http://www.mnhousing.gov/idc/groups/public/documents/webcontent/mhfa_002199.pdf
- 3) Minnesota Housing adds this branch (Sub-Entity) to the originating offices, allows this branch to appear as taking application, adds payment information to the branch and adds "MHFA Loan" and "Not Participating" Contacts to this branch office.

If steps 2 and 3 are not completed the User will receive "No programs found" error.

The screenshot shows the MNHousing.SFWeb.Test interface. The top navigation bar includes links for MNHousing.gov, Census Tracts, Zip + 4, and Current Interest Rates. The left sidebar has a 'MANAGEMENT' section with links for Available Programs and Funds, New Loan Commitment, Loan Management, Loan Forms, My Pipeline, and Loans with Deficiencies. The main content area displays a 'Validation Summary' with a red error message: 'No programs found.' Below this, there is a 'Programs' section with a search bar and a link to 'Expands [+] to view program rates'.

You need to submit a new branch sheet so the branch can be added to your contract.
http://www.mnhousing.gov/idc/groups/public/documents/webcontent/mhfa_002199.pdf

The screenshot shows the 'Minnesota Housing Lending Partners Existing Lending Partner Information' form. The form includes the Minnesota Housing Finance Agency logo and a message: 'Complete this form, main office contact MUST sign and fax to 651-296-8292'. Below this, there is a section for 'BRANCH INFORMATION' with checkboxes for 'Add', 'Change', and 'Delete'. The text reads: 'Please provide information for each branch office that will take applications under this contract (if applicable). Please supply information in the format provided below. After your organization is granted web access to the programs, your Lending Partner Web Administrator will maintain all branch office information.' At the bottom, there is a field for 'Branch Business Name:'.

Fax the completed form to Minnesota Housing. Minnesota Housing will check if you have a signed contract for the program if so we add the branch to the program(s).

2) Updating a Sub-Entity, the URL has to begin with **http://** or **https://**.

Minnesota Housing Finance Agency **MNHousing.SFWeb.Test**

MNHousing.gov · Census Tracts · Zip + 4 · Current Interest Rates

Sub-Entity Management - Edit Sub-Entity

Entity: Test Bank | ID: 999900 | City: Saint Paul | Currently Accessing | Sub-Entity: Test Bank - Woodbury | ID: 999901 | City: Woodbury

Sub-Entity

Info

Name: Test Bank - Woodbury
Name Continuation:
Identification Number: 999901
Entity Type: Branch

Address

Business: 101 Valley Creek Rd
Mailing:
City: Woodbury
City:
County: Washington
County:
State: MN
State:
ZIP Code: 55125-
ZIP Code:
Phone Number: (651) 437-0000
Phone Extension:
Fax Number: (651) 437-0001
Toll Free Number: (180) 043-7000
E-mail:
URL: www.testbank.com

Validation Summary

- Entity: URL is invalid.

Required value

400 Sibley St Suite 300, St. Paul MN 55101-1998 | Help Desk: (651) 296-8215 or 1 (800) 710 8871 | 7:30am - 5:00pm Monday-Friday

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Sub-Entity Management - Edit Sub-Entity

Entity: Test Bank | ID: 999900 | City: Saint Paul | Currently Accessing | Sub-Entity: Test Bank - Woodbury | ID: 999901 | City: Woodbury

Sub-Entity

Info

Name: Test Bank - Woodbury
Name Continuation:
Identification Number: 999901
Entity Type: Branch

Address

Business: 101 Valley Creek Rd
Mailing:
City: Woodbury
City:
County: Washington
County:
State: MN
State:
ZIP Code: 55125-
ZIP Code:
Phone Number: (651) 437-0000
Phone Extension:
Fax Number: (651) 437-0001
Toll Free Number: (180) 043-7000
E-mail:
URL: http://www.testbank.com

Required value

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